



EDUCATIONAL PLANNING & COORDINATING COUNCIL

MINUTES OF FEBRUARY 8, 2007

3:15 PM
Senate Chambers

COMMITTEE FUNCTION:

1. To assist the Academic Senate in the development of sound educational policies, procedures, and practices by encouraging thorough discussions of current issues among all of the appropriate parties.
2. To review and assist in the development of Academic Affairs component goals.
3. To coordinate and review educational planning activities throughout the college.
4. To review and forward the Academic Affairs Educational Plan to the Institutional Planning Council.
5. To serve as a multi-constituent clearinghouse for educational matters not otherwise resolved.

Attending: Mary Kay Rudolph, Ofelia Arellano, Victor Cummings, Betsy Roberts, Kimberlee Messina, Antony Vasquez, Anne O'Donnell, Sean Martin, Micca Gray.
Absent: Freyja Pereira, Information: Charles Prickett

1. Minutes – Minutes of the EPCC meeting on January 25 were approved as presented. Mary Kay distributed a memo from KC Greaney which explained that two of the cut scores for the English Pathway were off by one point. The committee accepted these submitted changes to the proposal.
2. Announcements - District Online policy. Mary Kay & Kimberlee reported that the AFA recommendations would be to remove the not more than 60% load limitation for teaching online courses. Originally the task-force had recommended that it was not more than 40%. One of the concerns is that if it's more than 60%, the office hours, college service and connection to the college community may be difficult. The Academic Senate approved the 60% limitation. It will go back to College Council. The original draft was in depth in terms of procedure, rather than policy. Dianne Smith is rewording it to focus on policy. College Council would like a decision by the end of this semester and will forward the policy to the Board of Trustees for approval. **Fran is requested to email to EPCC the latest draft of the District Online Policy.**
3. Theme for PDA. Victor shared that the PDA Committee wants clarification on how the themes are selected for PDA. The history of decision-making was discussed. Kimberlee Messina suggested that the PDA committee send a proposal to College Council to restructure the decision-making process for the themes. The theme for fall is already approved: "Culture of Evidence: Accreditation, Student Learning Outcomes and Program Review". Mary Kay added it would be fine to incorporate other sub-themes like retention into the fall theme, as long as they are aligned with the larger theme.

4. Project Learn Minutes. Gary Allen did not send the EPCC committee the Project Learn minutes. **Gary is requested to send a copy of the most current Project LEARN minutes to Fran Golden for distribution to the committee, and to do so in the future.**
5. Credit by Exam. Micca distributed a set of questions that she will send to department chairs who have credit-by-exam courses. Please send any feedback to her by next Tuesday, Feb 13 so she can revise and distribute the survey. The survey was reviewed by KC Greaney and will be sent via Zoomerang.
6. Update - Basic Skills Grant - Victor Cummings. Victor distributed a report summarizing the seven project areas in Basic Skills that had monies allocated. There was some discussion about the focus of department articulation. There was concern about the duplication of several levels of language skills in 3 different departments. Were students best served by this and the pathways they provide? It was suggested that the monies also support institutional research to assess the impact of what we do know as well as look at possible collapsing and/or changes to the pathways. The current focuses include Curriculum Alignment, Departmental Articulation, Early Success Program (which is morphing into an abbreviated learning community style), Placement Test Validation, College Skills Math Practice & Testing Software, Training & Professional Development and Curriculum & Student Support Services Development for Child Development Certificates. Kimberlee provided the history of the release of this funding of \$279,000. The monies are the result of the State Academic change to graduation requirements in English and Math that take effect in 2009. In order to help colleges meet the new standards, funding was provided to look at English and Math basic skills programs. Other suggests for review were research for best practices at other institutions which could result in a moderated analysis and implications for and with those affected departments. This might result in recommendations and changes. **For next meeting: Victor will present the budget allocations and there will be additional discussion.**
7. Update: Equal Opportunity Plan - Charles Prickett. Charles distributed the first draft of the Equal Employment Opportunities Plan. This was based on the Model Equal Employment Plan. **Charles will send the URL for the entire plan to Fran Golden for distribution to the committee.** This draft was developed by the Staff Diversity Committee. The committee would like to distribute the plan next month. There was discussion about the inclusion of criteria that were not mandated and no statistics are collected. There was concern about how accurate self-reporting is and how meaningful those statistics would be. There was concern about the implications and liability of some of the data. The recommendation of who would be responsible for the implementation and oversight is to be determined. The makeup of the community at large is the basis for compliance, not just the student population. Charles will take the concerns of EPCC back to the Diversity Committee.
8. Topics for the next EPCC meeting:
 - District online policy - Mary Kay Rudolph
 - Calendar Discussion - Janet McCulloch
 - Early Start Program Statistics - Mary Kay Rudolph
 - Credit by Exam Survey - Micca Gray
 - Wait Lists - Freyja Pereira

List of Pending Items:

- Instructors' maintenance of records – Freyja Pereira
- Intersession changes and implications - Mary Kay Rudolph
- New Math/English requirements - implications for change – Kimberlee Messina
- Student grievance procedures
- Process to determine class size/space allocation
- Committee reports
- Computer access skills
- Teaching methodology in a changing student body – hybrid/online/alternative modes
- Plagiarism School

Committee Membership for 2006-07

Mary Kay Rudolph, Ofelia Arellano, Betsy Roberts, Victor Cummings, Freyja Pereira, Kimberlee Messina, Anthony Vasquez, Anne O'Donnell, Micca Gray, Sean Martin

Student Representatives:

Information: KC Greaney